

# **X-Ray Shielding Review Procedures Information for Registrants**

**February 2012**

1) What types of X-ray shielding plans does the State review?

We review (WAC 246-225-030):

- Chiropractic X-ray
- Computed Tomography (CT)
- Industrial-use particle accelerators
- Non-mobile use fluoroscopic (mobile unit used primarily in only one room)
- Non-mobile use radiographic (mobile unit used primarily in only one room)
- Permanent fluoroscopic installations
- Permanent radiographic installations
- Positron Emission Tomography/CT (PET/CT)
- X-ray installations
- X-ray therapy

We do not review (WAC 246-225-030):

- Bone density
- Dental shielding
- Diagnostic veterinary
- Mammography
- Podiatry

**Special Note:** Proposed mobile c-arm installations in Washington State must submit a formal shielding report prior to unit installation if the c-arm is not being utilized in a mobile fashion. Micro-amperage (mini) c-arms are exempt. (For a mobile c-arm to be considered mobile it must be operated in more than one room at a facility on a regular basis.)

2) Are any fees involved?

There is a shielding review cost of \$344 for each room. This fee includes one revision, if necessary. WAC 246-254-053(2)(a).

**\*\*\*The shielding review will not start until the payment has been received.\*\*\***

Send your payment with the plan reviews. Write *X-ray Compliance Plan Review* and the facility registration number on the check, or include a Revenue Accounting X-ray Compliance slip and send checks to

**Department of Health, Revenue Accounting,  
P.O. Box 1099  
Olympia, WA 98507-1099**

- 3) What happens if a medical, chiropractic, or industrial X-ray unit that is required to have State plan review approval, is installed without prior approval? WAC 246-254-053(2)(a).

The facility will be required to submit a shielding plan for review. In addition, we will bill the facility a \$656 shielding design late fee as well as the \$344 shielding plan review fee. Room modifications may be necessary if the room does not meet code requirements. WAC 246-254-053(2)(b).

- 4) What do I need to do to have my plan reviewed?

- Retain a Washington State [Qualified Experts List](#) to design your plan. WAC 246-225-030(1).
- Submit plan(s) to our Olympia office at P.O. Box 47827, Olympia, WA. 98504-7827, or email them to: [xray@doh.wa.gov](mailto:xray@doh.wa.gov).

We review plans within 30 calendar days. If you are short on time an expedited review is available within 2 working days once all required information is received by us. The cost is \$1,000 per room plan for an expedited review. WAC 246-254-053(2)(a).

- 5) Do I need a new shielding plan if my facility is remodeling the X-ray room but not changing the X-ray equipment?

Yes. Any change to the room may invalidate the X-ray shielding by causing changes in distances, construction materials, thickness, etc. WAC 246-225-030(1).

- 6) Do I need a new shielding plan if I am just replacing an old machine?

No, you do not need a new shielding plan if you meet the following 5 criteria:

- 1) You must have an X-ray shielding plan accepted by the department dated 1990 or newer, and is still accurate for surrounding occupancy;
- 2) The X-ray workload as stated on that plan has not increased by more than 25%;
- 3) The new X-ray unit will be installed in the same footprint as the unit being replaced (including chest bucky, if applicable);
- 4) No room remodeling will be done that would effect existing shielding integrity;
- 5) You must notify us in advance of X-ray system installation.

If you do not satisfy these requirements you must submit a new shielding plan (with applicable fees) for review prior to installation.

**If we are not notified the facility will be billed a \$344 fee for this verification.**

- 7) What if I'm just replacing some components of my X-ray machine like the tube or generator?

You do not need to submit anything to us.

- 8) I have just purchased an existing practice that has been in the same location for many years and has been inspected previously by Washington State, X-ray Program. Do I need to submit a shielding plan if one had never been done?

No; unless modifications are being done to the existing room. However, you must complete a [Master Business Application](#) through the Department of Licensing to register the facility in your name.

- 9) How will the facility be notified?

When your plan has been reviewed you will be sent official notification. Installation can then follow. Operation of the X-ray equipment prior to receiving this notification from our office will result in a penalty fee.

Questions? 1-800-299-9729

X-ray Registration Number (if new facility, just built, or under construction there will not be a registration number) \_\_\_\_\_

**SHIELDING PLAN REVIEW COVER SHEET**  
**Request for Washington State Plan Review Approval**

**\*Form must be completed and submitted to the state for review PRIOR to completion of construction.\***

Date:		
Facility Site Name:		
Facility Practitioner's Name:		
Facility Site Address:		
UBI Number:		
Facility Site Phone:	Fax Phone:	E-mail:
Registration Number (if known):		

Current Mailing Address: (for correspondence and approval letter regarding this facility)	
Contact Name:	
Contact Address:	
Contact Phone:	Fax Phone:

New Construction (Facility that has never been registered)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is this an additional facility site? (2 <sup>nd</sup> or satellite site)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Remodel of Current Building	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Moving already Registered Facility (to another location)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Moving Existing X-ray (within the office at same location)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

## Instructions for Submitting Shielding Plan Review Fees

- Please send shielding plans to our Olympia office at P O Box 47827, Olympia, WA 98504-7827. Send FedEx or UPS deliveries to 111 Israel Road SE, Olympia, WA 98501. You may also send plans via email to [xray@doh.wa.gov](mailto:xray@doh.wa.gov) or by fax to (360) 236-2266.
- Send this form with payment, in the form of check or money order, to our Revenue Accounting office at the address listed below. Please include your facility's X-ray Registration Number on your check.
- Indicate that fees are for "Shielding Plan Review" by checking the appropriate box on the form below.
- Please remember that the review process cannot begin until we receive payment of plan review fees. The plan review fee is \$344 for each room, and \$1000 for each room for an expedited review (completed within 2 working days once we receive all required information). **NOTE:** There is an additional \$656 late fee for installation of X-ray equipment prior to plan review. WAC 246-254-053.
- You may contact our office at 1-800-299-9729 if you have questions.



### **X-RAY COMPLIANCE**

### **Revenue Section**

Facility Account Name: \_\_\_\_\_

Registration Number: \_\_\_\_\_ Amount Enclosed \$ \_\_\_\_\_

☐ Shielding Plan Review Fees   ☐ Expedited Plan Review Fees   ☐ Late Plan Review Fees

Return this Slip with Check or Money Order – Credit Cards NOT accepted.

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Send payment to:

Department of Health  
Revenue Accounting  
PO BOX 1099  
Olympia, WA 98507-1099